

## Job Ready (Service-J)

### 1. Using Service-J

This policy is related to the Job Ready data page in AWARE. Clients who are Job Ready are individuals who are ready, willing and able to work and who have a current Individualized Plan for Employment (IPE). Clients are job ready when they 1) are stabilized in restoration, 2) have completed any needed training, 3) have completed all assessments and 4) are ready to begin the job search. Service-J is accessed in the Pages tab under “Job Ready.” Completion of the data page moves clients into the Service-J category in AWARE.

Note: The services the client is receiving related to Service-J should be reflected in the IPE. Use of comparable benefits for these services may be documented on an Authorization or on the Actual Service data page if part of service that will not be associated with an authorized service.

### 2. Sections of Job Ready Datapage

#### a. Section 1 - General Information

- i. **Okay to Disclose Disability:** This box would be checked if the client agrees to have their disability disclosed to employers. If this box is checked, the counselor must complete the Form 45B for “Potential Employers as Necessary.”
- ii. **Date Available:** This is the date the client is available, ready, willing and able to enter work.
  - A. Starting Service-J  
Completing the “Date Available” moves the client to Service-J status. The date available can be post-dated, but the client will move into Service - J status when any date is saved.
  - B. Ending Service-J  
Clients who are no longer Job Ready need to be removed from Service-J status. Reasons a client could be removed from Service-J could include needing additional restoration, additional training, or other support services to become Job Ready again. To end Service-J, remove the date from the “Date Available” box and click “Finish.”
- iii. **Previous Date Available:** This date is auto-populated by AWARE and cannot be changed by the counselor.

#### b. Section 2 - Employment Goal

- i. **Goal From Plan:** This will be auto-populated from the employment goal in the IPE. Counselors need to verify the current employment goal and SOC code are accurate to the client’s job expectations.  
Note: The employment goal will update in real time if the IPE is changed.
- ii. **Preference 2, 3 and 4:** These optional boxes may be used by the counselor to customize the job title but should be related to the client’s employment goal in IPE.

**c. Section 3 - Job Characteristics**

- i. **Lowest Acceptable Hourly Wage:** This is the lowest wage the client is willing to accept for employment.
- ii. **Willing to accept work in the following counties:** This will be the county auto-populated from the client's current address on the intake page. At least one county must be selected in order to receive job leads, however more than one county can be added if the client is searching for a job in multiple areas of the state.
- iii. **Will Relocate:** This box is checked when the client is willing to relocate in-state or out-of-state for employment.
- iv. **If Yes:** The boxes in this section may be checked to indicate when the client is willing to relocate in-state, out-of-state, or both.
- v. **Relocate to a specific area:** List the specific area to which the client would like to relocate, if known. This field is open-entry and may be used to specify an area or state.
- vi. **Employment Type:** This section requires selection of at least one employment type. Check all the boxes that apply.
  - A. Full Time: Employment is 30+ hours a week.
  - B. Part Time: Employment that is less than 30 hours a week.
  - C. Temporary: Employment is paid and time-limited.
  - D. Weekends: Client would be available for weekend work.
- vii. **Shift Type:** This section requires selection of at least one shift type. Check all the boxes that apply.
  - A. Day Shift: Employment that is generally 8 am to 6 pm.
  - B. Evening Shift: Employment that is generally 4 pm to Midnight.
  - C. Night Shift: Employment that is generally Midnight to 8 am.
  - D. Rotating Shift: Work where shifts rotate or change according to a set schedule. These shifts can be either continuous, running 24 hours per day, 7 days per week, or semi-continuous, running 2 or 3 shifts per day with or without weekends.
  - E. Any Shift: Employment that can be at a variety of shifts.

**d. Section 4 - Education**

- i. **Credential earned:** This section is auto-populated with information from the Education Data Page.
- ii. **Educational Goals:** This section is auto-populated with information from the current educational goals listed in the Education Page in AWARE. If a counselor wishes to add an educational goal beyond what is listed they should select the "New" button. Selecting the "New" button will redirect to the Education Page in AWARE to complete and finalize changes. Click "Finish" to return to the Job Ready Page.

**e. Section 5 - Miscellaneous Items Options:**

- i. **Can Pass Drug Test:** This box is checked if the client is willing and able to pass a drug test.

- ii. **Convicted of a Felony:** This box is checked if the client has been convicted of a felony. The counselor should assess the client's legal history and any convictions that will impact their job search. Counselor should take measures to ensure client's ability to pass a background check for the employment goal, if applicable.
- iii. **Driver's License:** This box is checked if the client has an unexpired Driver's License.
- iv. **Family Support:** This box is checked if the client has family support to aid in their job search and employment. This can include support such as transportation or child care while the client is job searching. It may also include financial support for the client's household. If checked, the counselors should specify the support type in the Qualifications box.
- v. **I-9 Documents:** This box is checked if the client has required I-9 documents.
- vi. **One Stop Center:** This box is checked if the client is registered or referred to a Department of Workforce Services (DWS) Employment Center.
- vii. **Registered with Employment Service:** This box is checked if the client is registered with an external private placement employment agency such as staffing agencies.
- viii. **Transportation Available:** This box is checked if the client has reliable transportation to and from a job site. If checked, the counselor should specify the type of transportation in the Qualifications box, such as public or private.
- ix. **Qualifications:** This box is completed with additional information relevant to the client's job readiness including specific information related to the items 1 through 8 above.

**f. Section 6 - Placement Assistance Options**

- i. **Accommodations/Technology:** This box is checked if the client requires accommodations or assistive technology to participate in job search and placement services. Refer to CSM Chapter 23 for more information regarding Assistive Technology.
- ii. **Completing Application:** This box is checked if the client requires assistance completing job applications.
- iii. **Interviews:** This box is checked if the client requires assistance to prepare for interviews and will not be supported by a job coach.
- iv. **Job Coach (General):** This box is checked if the client requires Supported Job Based Training (SJBT) services. Refer to CSM Chapter 22 for more information regarding SJBT services.
- v. **Job Coach (Supported Employment):** This box is checked if the client requires Supported Employment (SE) services. Refer to CSM Chapter 30 for more information regarding SE services.
- vi. **Job Development:** This box is checked if the client requires assistance with job development services to find employment and will not be

supported by a job coach. Job development is defined as contacting an employer on behalf of the client.

- vii. **Job Leads:** This box is checked if the client requests job leads to assist with their job search. If this box is checked, the client will be registered to receive job leads from the DWS Job Exchange Service. Job leads will be sent to the email address listed on the Intake Page.
- viii. **Other:** This box is checked if the client requires other placement assistance. The counselor should describe the assistance needed in the Comments box listed below.
- ix. **No Assistance Required:** This box is checked if the client does not require any services for job placement. Checking this box means the client does not require any of the services listed in 1-8 above.
- x. **Comments:** This box is completed with additional information relevant to the client's placement assistance including specific information related to the items 1 through 9 above.
- xi. **Primary Employment Resource:** This box is not currently in use.
- xii. **Organization:** This box is not currently in use.
- g. **Section 7 - Job Matches:** This section is not currently in use.
- h. **Section 8 - Job Applications:** This section is not currently in use.